



2019 Grant Application Guidelines

There have been some recent changes to the NPSNM Grant Application. Please read the information and follow the guidelines carefully.

Application Process

- Send **Cover Letter** and **Application** to our Administrative Assistant:
 - Subject Line: **NPSNM Grant Application**
 - E-mail address: nativeplantsnm@gmail.com
- If you do not receive an acknowledgement (by e-mail) that we have received your e-mail application you should assume we did **not** receive it. Please immediately contact us for clarification.
- Paper applications will no longer be accepted.
- Cover Letter and Grant Application must be in Word Document (no PDFs).
- Maximum length of application
 - Not to exceed 3 pages (including the bibliography)
 - 12 pt. font
 - 1 inch margins
 - No supplementary documents will be considered.
- Deadline December 31, 2018.
- Applicant should follow the layout on pages 3-4.

Reports, Posters and Articles

One-Year Grants

- Successful grant applicants are required to submit a written report due at the end of the calendar year in which you received your grant.
 - The report should describe how the funds were used.

- Send as a Word document to:
 - Subject Line: NPSNM Grant Report
 - E-mail: nativeplantsnm@gmail.com
- We also request a poster or an article:
 - A poster describing the project will be displayed at the NPSNM Annual Meeting.
 - A short article (limited to 1000 words) for the NPSNM Newsletter describing how the funds were used so that donors to this fund will know how the grant advanced the mission of the NPSNM.

Multi-Year Grants

- Projects spanning more than one year are expected to submit interim reports annually.
- On completion of project we also request a poster or an article:
 - A poster describing the project will be displayed at the NPSNM Annual Meeting
 - A short article (limited to 1000 words) for the NPSNM Newsletter describing how the funds were used so that donors to this fund will know how the grant advanced the mission of the NPSNM.

Native Plant Society of New Mexico Application for Grant

1. **Date:**
2. **Name of Project:**
3. **Applicant information:** (all notices will be sent to this person unless you specify otherwise).
 - a. Organization
 - b. Name of person in charge of project
 - c. Address
 - d. Telephone
 - e. E-mail
4. **Grant Check Recipient:**
 - a. Please provide the exact name of the individual or institution to which any grant check should be made payable.
 - b. Before checks can be issued, sufficient identification information must be provided to meet IRS regulations.
5. **Voucher Specimens:** A set of voucher specimens collected as a result of research funded by a NPSNM grant must be deposited in a New Mexico herbarium.
6. **History:** Describe when, why and how your organization or program began.
7. **Mission or Purpose Statement:**
8. **Target Population:** Describe the people your organization works with. Who is affected by your work?
9. **Need Statement:** Describe why a NPSNM grant is needed. Have you previously received a NPSNM grant?
10. **Proposed Outcomes:** State the results you hope to accomplish.
11. **Benefits:** State the benefits to participants, the community or others that will result from a grant.
12. **Methods:** Describe how your program works. Include:

- a. Length
 - b. date of completion
 - c. number of participants
 - d. staff involved
 - e. activities
- 13. Evaluation:** Who will evaluate your results? When?
- 14. Reporting:** How will you report results and evaluations to NPSNM?
- 15. Program Cost:** Please provide an itemized budget for the project, including other sources of income.
- 16. Grant Request:** \$_____ .00
- 17. Signature:** _____
- 18. Date:** _____